POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.

- Complete each section as accurately and ***succinctly*** as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

  Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Temporary Part-time Support Staff

Position Title: Carpentry Technologist & Skilled Trades Learning Lead

Position Number: Click here to enter text. **Pay Band: 11**

Reports To: Mary MacLeod

Appointment Type: Other-details at right. "Other" Hours Details: TPT 12 hours/week (max 24) for a total of 4 months

Scheduled Weekly Hours (maximum 24 hours per week): As determined by Manager

PDF Completed By (Manager Name): Click here to enter text.

Effective Date: April 24, 2024 Last Revision: April 18, 2024

SIGNATURES

Incumbent: _____ Date: _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ Date: _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Carpentry and Construction Post-Secondary and Apprenticeship Programs, Dual Credit and Experiential Learning events (Skills Camps/Activity Days) by reinforcing previously taught concepts, supporting student learning outcomes, facilitating student success, organizing and maintaining tools, equipment, and consumables. Communicates and coordinates with the full-time technologist, faculty and program coordinators by ensuring curriculum is being reinforced to achieve learning outcomes with students. Supports labs by increasing awareness, creating a safer working environment while ensuring Health & Safety of students and staff are held to the highest standards.

- Maintain and repair applied learning and/or lab equipment.
- Provide Technological services for Operations Manager, faculty, technologists and students.
- Provide learning and Program Delivery support to labs at Sutherland Campus and Loomex Campus
- Enthusiastic Team Leader for Experiential Learning Days (Trades Days/Skills Camps) for groups of students from grades 7-12.
- Health & Safety.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Works closely with the Carpentry Technologist to inspect, troubleshoot, repair, calibrate tools and equipment required for carpentry labs. Equipment types typically include a variety of equipment devices. Maintains the collection of operator manuals, service manuals, parts catalogs, repair history records and equipment inventory records. Establishes and follows preventative maintenance schedules and processes.	25
2	Health & Safety. Facilitates implementation of safety and cleanliness standards per College and School requirements. Create and update equipment work instructions, safety manuals and the SDS library as per WHMIS standards. Identifies potential safety issues and recommends/ implements appropriate solutions.	25
3	Enthusiastic Team Leader for Experiential Learning Days (Trades Days/Skills Camps) for groups of students from grades 7-12. Provides learning and program delivery support while ensuring a safe environment for students, staff and visitors to the College. Delivers workshops for groups of students in an engaging manner according to the age range of students. Ensures students treat lab	25

	Summary Details	Percentage %
	equipment respectfully and adheres to appropriate safety standards. Report and/or repair damaged equipment.	
4	Communicates and seeks advice from full-time technologist, faculty, and Operations Manager to prioritize work, preparing for upcoming labs and/or Skills Camps.	20
5	Other Duties As Assigned *(do not amend this section)*	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:
An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:
Completion of a two (2) year college diploma.

Field(s) of Study:
Completed Carpentry related diploma and/or Carpentry Apprenticeship to become a Carpenter.

Other Vocational Certifications and/or Apprenticeships:
Asset: Certificate of Qualification as a Carpenter and/or equivalent and/or Red Seal.

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:
More than five years up to eight years.

Additional Skills & Abilities:
Excellent interpersonal skills, co-operative attitude and excellent ability to deal with people under pressure. High level of attention to detail and safety. Ability to work in an environment where a diversity of people and situations are encountered.

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis**, **problem-solving** and **reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Choose an item.

How would you describe the complexity of the work?

Choose an item.

Describe the business processes used by the position.

Choose an item.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Choose an item.

In determining a solution for problems, the incumbent has discretion to:

Choose an item.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

When considering 'speed' of fine motor movements for this position:

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

How would you describe the frequency of the physical demands of this position?
Choose an item.

How would you describe the nature of the physical demands of this position?
Choose an item.

How would you describe the physical strain on this position?
Choose an item.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Choose an item.

How would you describe the requirement for sensory demand in this position?

Choose an item.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Choose an item.

How would you describe the existence of critical deadlines in this role?

Choose an item.

How would you describe the level of interruptions this position faces?

Choose an item.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
		Choose an item.
		Choose an item.

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Choose an item.

What degree of supervision is typically provided to the incumbent?

Choose an item.

How is the work typically checked and verified?

Choose an item.

How frequently is the work checked?

Choose an item.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Choose an item.

What type of involvement does this position have with confidential information?

Choose an item.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
Description

Example #2

Task / Activity
Description

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Choose an item.

What is the typical scope of impact to the organization for errors in this position?

Choose an item.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment Choose an item.	
Outdoor work; seasonal conditions Choose an item.	
Other (please specify)	
Other (please specify)	

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:
Choose an item.

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?
Choose an item.

If this position is required to engage in business related travel, what is the frequency of the travel?
Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.
Click here to enter text.